



United States Bankruptcy Court Northern District of California

CAREER OPPORTUNITY

Position: CASE ADMINISTRATOR

(One full-time regular position, and one full-time temporary position available.)

Location: Santa Rosa, California

Starting Salary Range: \$31,124 - \$50,566 (CL-25)

Closing Date: December 7, 2001

Job Announcement Number: SR02-2001

Position Overview

The Case Administrator manages the flow of bankruptcy cases and related adversary proceedings from filing to disposition by processing incoming documents, maintaining official case files, dockets and other records, and performing noticing, administrative and clerical functions. Representative duties include the following: receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements; collects appropriate fees; prepares case files; acts as receptionist and furnishes information to a wide variety of internal and external customers; reviews documents to ascertain time frames and set hearing dates in accordance with established court procedures; manages caseload to ensure timely prosecution; processes conversions of cases between chapters; maintains the matrix mailing system; prepares and maintains the claims register; prepares and processes notices for mailing; prepares form judgments and orders for judge's signature; prepares cases for closing; performs quality control; processes appeals; performs duties associated with electronic court recording; and performs other duties as assigned.

Qualification Requirements

A minimum of two years specialized experience, including at least one year equivalent to work at CL-24 is required. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. A bachelor's degree from an accredited college or university, and experience in bankruptcy or a closely related field are preferred. Must be willing to fully participate in a team environment.

Organizational Relationships

Case Administrators are members of self-directed work teams. The team members report to the Manager of the Santa Rosa Division.

Benefits

Employees of the United States Bankruptcy Court are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other Federal employees. These benefits include:

- ♦ 13 days paid vacation per year (first three years)
- ♦ 20 days paid vacation per year (after three years)
- ♦ 26 days paid vacation per year (after fifteen years)
- ♦ 10 paid holidays
- ♦ Court anniversary day off
- ♦ Medical coverage from a wide variety of plans
- ♦ Life insurance
- ♦ Long-term disability insurance
- ♦ Long-term care insurance
- ♦ Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- ♦ Participation in the Federal Employees Retirement System
- ♦ Public transportation subsidy (dependent on fiscal year funding)

Information for Applicants

Submit a cover letter, résumé, salary history and requirement to:

Corrine Jew
Human Resources Section
United States Bankruptcy Court
Post Office Box 7341
San Francisco, CA 94120-7341

FAX# (415) 268-2380
E-mail: Corrine_Jew@ce9.uscourts.gov
(Send files in WordPerfect or text only format.)

Please specify interest in full-time regular position, or full-time temporary position, or both.

Only qualified applicants will be considered for this position. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at their own expense.

The successful candidate for this position is subject to a full National Crime Information Center (NCIC) background records check, and a mandatory electronic direct deposit of salary payment. The appointee is also subject to a one year probationary period. All court employees are "at will" employees, and therefore the appointee may be removed from this position at any time if, after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.

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Visit our website at www.canb.uscourts.gov